

# MINUTES

## FORMAL MEETING OF CITY COUNCIL

### Diamondhead, Mississippi

Diamondhead Country Club  
March 5, 2012  
6:00 P.M.

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1. **Call to Order** Mayor Charles H. Ingraham, Jr.
2. **Invocation** Mayor Charles H. Ingraham, Jr.
3. **Pledge of Allegiance** Councilmember Hank Holcomb
4. **Roll Call:** The following members of Council were in attendance: Mayor Ingraham, Dianne Ackerman, Ernie Knobloch, Hank Holcomb, Ron Rech, Dalton Roberson.

The Mayor polled Councilmembers at this time to ask if any of them had received a bid being submitted for a Depository. None had been received by Council and the Mayor declared the bids closed.

5. **Approval of Minutes**
  - a. February 6, 2012 Approved as submitted.
  - b. February 9, 2012 Approved as submitted.
  - c. February 14, 2012 Motion to table by acclamation by Councilmember Roberson, second by Councilmember Rech. The motion passed and the minutes for February 14, 2012 were tabled.
6. **Communications/Announcements from the Mayor and Council**
  - a. Councilmember Knobloch spoke briefly on Professional Services Contracts/Public and Private Partnerships, the companies having contacted the city, and the possible advantages for the City of Diamondhead. Councilmember Ackerman moved, seconded by Councilmember Holcomb, to direct the City Manager to send invitations to the interested companies to give presentations to Council regarding their services. The motion passed unanimously.
7. **Presentations / Appointments**
  - a. The Mayor presented Jay Huffstatler with a Proclamation from the City of Diamondhead Declaring March as American Red Cross Month and expressed his appreciation for the services provided by the Red Cross during disasters, notably Hurricane Katrina. Mr. Huffstatler presented the City with a Red Cross First Aid Kit and 2012 Calendars.
  - b. Voter District Determination Recommendation  
Following an explanation on preclearance by the Mayor, Chris Watson of Bridge and Watson was recognized and discussed the proposed set of voting districts as drawn by his company. Mr. Watson discussed the process of proceeding to a Public Hearing and recommended that Council set a date for a Public Hearing regarding the proposed districts in conjunction with the Public Hearing on the proposed budget.
  - c. Development of Preliminary Budget  
Mr. Watson discussed the preliminary budget as drawn by Bridge and Watson. Mr. Watson indicated that an adopted budget is required in order for the City to conduct business and recommended that a budget be adopted at the Council's earliest convenience. Following discussion,

Councilmember Holcomb moved, seconded by Councilmember Roberson, to accepted the proposed draft voting districts posted February 27, 2012 by Bridge and Watson for the City of Diamondhead for the purpose of presentation at a Public Hearing to be held on April 2, 2012 at 6pm at the Diamondhead Country Club to receive public comment; and to accept the draft budget for fiscal year 2012 for the purpose of presentation at a public hearing to be held April 2, 2012 at 6pm at the Diamondhead Country Club to receive public comment. The motion passed unanimously. The City Attorney was directed to give notice for a public meeting in a timely manner no later that March 15, 2012.

8. **City Manager's Report**—Attachment "C", which includes the website address for the City of Diamondhead: [www.diamondhead.ms](http://www.diamondhead.ms).
9. **Docket of Claims**  
None
10. **Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person
  - a. Chris Watson indicated to Council that he has a fax machine to donate to the City.
  - b. Jim Simmons spoke to the issue of telephone services.

<b>CONSENT AGENDA*</b>
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Councilmember Knobloch moved, seconded by Councilmember Holcomb to accept items 11a, 12a, and 12b on the Consent Agenda. The motion carried unanimously.

11. **NEW BUSINESS**
  - a. Resolution of the Mayor and City Council Authorizing Signatures on Checks.
12. **UNFINISHED BUSINESS**
  - a. Resolution to Approve the City of Diamondhead's Participation in the Mississippi Department of Finance and Administration's Office of Surplus Property Program.
  - b. Adoption of a City Seal for the City of Diamondhead.

<b>ITEMS PULLED FROM CONSENT AGENDA (if needed)</b>
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13. **Ordinances and/or Resolutions pulled from the Consent Agenda**  
None

<b>REGULAR AGENDA</b>
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14. **NEW BUSINESS**
  - a. Resolution Regarding General Legislation for Low-Speed Vehicles, HB13.  
Councilmember Holcomb moved, seconded by Councilmember Knobloch, to adopt the resolution. The motion carried unanimously.

- b. Resolution Regarding Local and Private Legislation for Low Speed Vehicles, HB1445. Councilmember Holcomb moved, seconded by Councilmember Knobloch, to adopt the resolution. After discussion and explanation by the Mayor and Councilmember Holcomb, the motion carried unanimously.

The Mayor called for a brief recess at 7:27pm. The meeting resumed at 7:42pm. All who were present before returned.

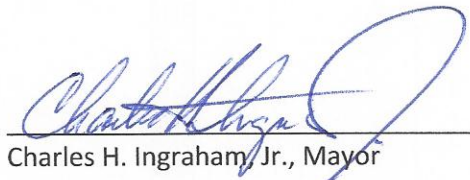
**15. UNFINISHED BUSINESS**

- a. Ordinance Establishing a Planning and Zoning Commission for the City of Diamondhead, Mississippi. Upon direction of the City Attorney, the City Clerk read the Ordinance in its entirety. Councilmember Roberson moved, seconded by Councilmember Ackerman to accept the Ordinance. The motion carried unanimously and the Ordinance was adopted.
- b. Selection of a Depository for the City of Diamondhead. The City Clerk opened the bids received in response to the RFP for a Depository for the City of Diamondhead, recorded the time received, and the names of the banks submitting a bid. Copies of the letters to the following banks are attached to the Minutes as a part of the record: BancorpSouth, Hancock Bank, The Peoples Bank, and The First Bank. The Mayor indicated that the bids will be reviewed by the City Treasurer, a recommendation will be made to the City Manager, and a selection will be made at the Council meeting to be held on March 7 at 6pm.
- c. Request to establish the position of "City Historian". After discussion, Councilmember Rech moved, seconded by Councilmember Roberson, to establish a volunteer position of City Historian. The vote was unanimous and the motion carried.
- d. Transfer of Roads, Rights-of-Way, Street Lights, Drainage, etc. currently maintained by the POA. Councilmember Roberson moved, seconded by Councilmember Holcomb, to direct the City Manager to engage in conversations with the POA regarding the transfer of roads, R-OWs, drainage, etc. The vote was unanimous and the motion carried.

**16. Citizens Wishing to Address Council, Non-Agenda Items**

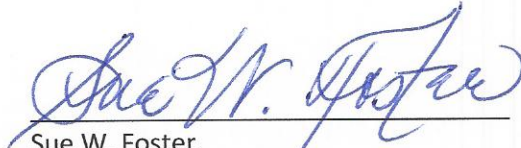
None

- 17. Councilmember Knobloch moved, seconded by Councilmember Holcomb, to recess the meeting until 6pm on Wednesday March 7, 2012 at the Community Center. The vote was unanimous and the meeting was recessed.



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Charles H. Ingraham, Jr., Mayor

  
Sue W. Foster,  
Interim City Clerk

Meeting Notice Posted at City Hall and at Diamondhead Country Club.

*\*Consent Agenda – All matters listed on the Consent Agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

**Item 1 – Establish Services Agreements**

- Currently making agreements with a number of different government and private entities. These are mostly to continue providing services until the City can handle them.
- Status – Waiting on County Action

**Item 2 –Establish an Interim City Office**

- Currently about 80% complete.
  - Connection to internet service – complete.
  - “Quick and Dirty” web site - complete.  
**www.diamondhead.ms**  
News and Info – ask to go thru City Mgr. to coordinate.
- Need fax capability, fax machine, answering machine, document safe among other items to complete office.
- Reviewing space lease agreement from POA, minor questions.
  - Terms are same as outlined in the Feb. 9 Council Meeting
  - per the 2/9 approval, I will attach the executed copy of the agreement to the minutes.

### **Item 3. – Establish a Financial System**

- Obtain a Depository Will discuss later tonight.
- Resolution to authorize signing of checks – tonight's agenda.
- Adopt a Budget – tonights agenda
- Pete Kolf is developing a "Quick & Dirty" - manual system for our near term use while working on a more sophisticated future version.

### **Item 4. – Preparation for the First Election in June, 2013**

- Establish Voting Districts – on tonight's agenda
  - Bridge and Watson currently developing notional districts
- Obtain Preclearance from Federal Justice Department
  - No Action

### **Item 5. – Develop a Comprehensive Plan**

- Early stages – Urban Planner is continuing preparation of a comprehensive plan; compiling information on demographics, and use, trends, land use analysis, mapping, etc.
- Ordinance establishing a Planning and Zoning Commission – on tonight's agenda.

### **Item 6 – Emergency Planning**

- City Manager meet with resident volunteer Ray Sheehy and Jim Simmons. Reviewed work done for POA in past years.
- Mr. Sheehy is developing a plan for the coming hurricane season when the City will be very limited in its capacity to respond due to limited resources. He will also develop a long range plan for a more normally functioning city.
- Mr. Sheehy is also trying to get free communications equipment
  - Sat. Phones - from FEMA.

### **Item 7 – Hancock County Solid Waste Authority**

- The authority accepted low bids from Waste Management.
- Bid is for 6 years with COL escalators.
- Diamondhead resident costs will be frozen until Oct. 1, then increase by about \$1.46/month. Otherwise, no change.
- Diamondhead will be invited to join the H. C. Solid Waste Authority. It is already represented by BSL, Waveland, and the County.

### **Item 8 – Conveyance of POA Roads & Drainage to City**

- On tonight's agenda.
- Need to get moving due to deadlines coming.